

17 FEB 1982

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM:

Executive Officer to the DDA

SUBJECT: Support Resource Package

1. Attached herewith is a chart which contains a series of general factors which could conceivably be contained in New Initiative resource packages submitted by the DDI, DDS&T, or the DDO in conjunction with their FY-84 program.

2. You are requested to provide data (both positions and financial resources, personal/non-personal services) which your Office would have to have in order to support these factors. The factors would, of course, result from new activities undertaken by other Directorates. In compiling your "impact figures," you should carefully consider all aspects of support required by your Office, i.e., a new office facility may have impact on SLUC, ADP equipment, telephones, independent medical assistance, shuttle runs, guard force, etc.; a given number of new employees may have a measurable impact on training resources, medical processing, office furniture, space, office supplies, polygraph (initial as well as reinvestigation), communications support, payroll, etc; and a certain level of contractual services may have a direct impact on resources in procurement, industrial security, auditing, etc.

3. You will note that we have furnished specific numbers in the listing of factors in the first column of the attached chart. It is generally felt that factors, in these quantities, would have a direct impact on most Directorate Offices. If the numerical factor which impacts on your particular component is less than the quantity cited on the chart, please amend our number as appropriate.

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4. It is requested that you complete the attached forms, by COB 22 February. After we receive your response, we will combine a number of resource level packages for the Directorate as a whole and return them to you so that you may provide written justifications which support the level of resources for your component within each package. We all recognize this is a new "art form"--if your budget or planning officers need assistance please ask them to call on  or me.

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Attachment

cc: C/AG/COMPT

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